

# Paulton Parish Council

## Training Policy

<b>1. Commitment to training</b>	<p>The Council is committed to providing employees and Councillors with the necessary training. The Council is committed to ensuring its employees and Councillors are trained to a high standard and accept that training is vital to its development for employees and for its Councillors.</p> <p>The Council recognises its responsibilities to provide adequate Health &amp; Safety training to all employees</p> <p>The Council is committed to maintaining the standards expected of a quality Council through identifying appropriate training needs and providing sufficient resources for its provision.</p> <p>Training records for employees and members to be kept and updated regularly.</p> <p>Training will:</p> <ul style="list-style-type: none"> <li>Enhance the performance of both employees and Councillors</li> <li>Enhance skills and experience</li> <li>Provide opportunities to network</li> <li>Provide the skills to confront challenges</li> <li>Encourage innovation</li> <li>Improve service delivery</li> <li>Raise the standards of the Council</li> </ul>
<b>2. Training needs</b>	<p>Training will initially focus on specific topics and areas of work relevant to local government and enhancing the professional skills of employees and Councillors.</p> <p>It is not possible to list all training needs but the Council will expect the Clerk to obtain the CiLCA or higher and the grounds employees will have the necessary training certificates for the job role.</p> <p>All Councillors will receive on election, the Councillors Pack and be expected to attend Councillor training.</p> <p>The Chair and Vice Chair will be expected to attend Chairmanship training.</p> <p>Any other training, offered by professional organisations will be notified to Councillors for take</p>

	<p>up.</p> <p>Methods to be used include:</p> <ul style="list-style-type: none"> <li>• Formal training courses</li> <li>• Briefings and seminars</li> <li>• In house training and sharing of information</li> <li>• Conferences</li> <li>• Professional Councillorships e.g. SLCC (Society of Local Council Clerks)</li> </ul>
<p>3. Identifying training needs</p>	<p>Employee's training needs will be identified with the employee during the annual appraisal process.</p> <p>Training requirements for Councillors will usually be identified by the Clerk. New Councillors will be expected to undergo training. Other training for Councillors will be identified as appropriate.</p> <p>Other circumstances that may present the need for training:</p> <ul style="list-style-type: none"> <li>• Legislative requirements – Fire safety, health and safety, manual handling.</li> <li>• Changes in legislation</li> <li>• Accidents</li> <li>• Errors</li> <li>• Introduction of new equipment</li> <li>• The need for specialist knowledge</li> <li>• New working methods and practices</li> <li>• Complaints to the Council</li> <li>• Changes in service delivery</li> <li>• Risk management</li> <li>• Matters relating to the well-being of young people.</li> </ul>
<p>4. Resourcing Training</p>	<p>An allocation will be made in the budget each year to fund training, travel and subsistence expenses. The amount will be reviewed annually. A record of all training completed will be maintained for each financial year.</p> <p>There will also be an allocation for the purchase of publications, manuals and technical literature.</p>
<p>5. Desired outcomes of appropriately trained Employees and Councillors</p>	<p>The impact of training will be measured through the Council's service delivery. Well trained Councillors and employees will see the benefits through its successes such as:</p> <ul style="list-style-type: none"> <li>• Competent employees and Councillors in all</li> </ul>

	<p>areas of their roles</p> <ul style="list-style-type: none"><li>• High levels of customer care</li><li>• Well run Council meetings</li><li>• Well documented policies and reports</li><li>• Well managed projects</li><li>• Professionally managed public finances</li><li>• Well maintained grounds and properties</li><li>• Heightened awareness of Health and Safety issues</li><li>• Professional conduct of employees and Councillors</li><li>• Qualification for the use of the General Power of Competence</li><li>• Employees morale and personal development</li><li>• Professional responses are made to planning applications</li></ul>
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**Adopted on 12<sup>th</sup> July 2016**

**Reviewed 18<sup>th</sup> August 2021**